



Charities Program • 801 Capitol Way South • PO Box 40234 • Olympia, WA 98504-0234  
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## SUPPLEMENTAL SOLICITATION REPORT - CHARITABLE ORGANIZATION

Name of Organization: \_\_\_\_\_ Registration Number: \_\_\_\_\_

### PLEASE USE THIS FORM IF YOU ARE (check one):

- ☐ Reporting more than one year of financial information.  
☐ Amending previously submitted financial information or changing your fiscal/accounting year.  
☐ A newly registered organization submitting a six-month Supplemental Report, which is due: \_\_\_\_\_  
☐ Submitting a FINAL REPORT upon termination of fundraising activities in Washington State.  
☐ Providing financial figures because your Federal tax return did not contain all the necessary information.  
☐ Reporting on behalf of any other charitable organizations (e.g. subsidiaries, chapters, affiliates or programs)

### SECTION 1

Did the organization submit a Federal tax return to the Internal Revenue Service for its previous fiscal/accounting year? (check one)

☐ Yes - Please check type of tax return filed: ☐ IRS Form 990 ☐ IRS Form 990 PF ☐ IRS Form 990EZ

☐ No - Please proceed to Solicitation Report, supply fiscal/accounting beginning/ending dates, and complete line items 1 - 8.

**If you filed an IRS Form 990 or 990PF...** You MUST attach a complete copy of the organization's tax return, including Schedule A and all attachments except contributor lists/Schedule B. Do not attach your financial statement, audit, bank statement, or annual report. Do NOT complete line items 1 - 8 of the Solicitation Report below. If your organization has not completed line item 13 on the attached IRS Form 990, supply a Program Services total on line item 4 below.

**If you filed an IRS Form 990EZ...** You MUST complete line items 1 - 8 of the Solicitation Report below. Please refer to the attached Solicitation Report Instructions for IRS Form 990EZ. Do not attach a copy of your 990EZ.

**NOTE:** If your tax return has not yet been completed, please contact our office for instructions on obtaining an extension.

### SOLICITATION REPORT

Is this registration submitted on behalf of any other charitable organization(s), including but not limited to subsidiaries, chapters, affiliates or programs? (check one)

☐ Yes - You must complete line items 1 - 8 of the Solicitation Report below using CONSOLIDATED totals reflecting the financial activities of ALL organizations on whose behalf the registration is submitted. Attach the names and IRS Form 990s, if any, for all organizations on whose behalf the registration is submitted (e.g. individual and group returns).

☐ No

<b>Fiscal/accounting year beginning:</b> (Mo/Day/Year)	<b>Fiscal/accounting year ending:</b> (Mo/Day/Year)
1. Total dollar value of all support received from solicitations, special events, and sale of inventory:	\$
2. Total dollar value of revenue from all other sources:	+ \$
<b>3. Gross receipts (add lines 1 and 2):</b>	= \$
4. Amount of expenditures devoted directly to charitable program services:	\$
5. Total dollar value of administrative (management and general) expenses and fundraising costs, including amounts paid to or retained by Commercial Fundraisers, Commercial Coventurers and fundraising counsel:	+ \$
<b>6. Total expenditures (add lines 4 and 5):</b>	= \$

7. Beginning assets:	\$
8. Ending assets:	\$
Attach information or provide an explanation, if any, which the organization believes would be of assistance in understanding the financial information provided in Solicitation Report or IRS tax return.	
<b>SECTION 2 - SIGNATURE <i>(Required)</i></b>	
<p><i>By signing this application for registration, the applicant: ( a ) certifies that the information contained in the application and in the attachments is accurate and true to the best of the applicant's knowledge; ( b ) irrevocably appoints the Secretary of State to receive process (notice of lawsuits) in non-criminal cases against the applicant, and under the conditions set out in RCW 19.09.305; and ( c ) certifies that neither the organization nor any of its officers, directors, and principals has been convicted of a crime involving charitable solicitations, nor been subject to permanent injunction or administrative order under the Washington Consumer Protection Act ( Chapter 19.86 RCW) in the past ten years.</i></p>	
_____ Signature of applicant	_____ Printed name
_____ Title	_____ Date



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## SOLICITATION REPORT INSTRUCTIONS FOR IRS FORM 990EZ

The table below has been provided to assist organizations that file a Form 990EZ with the IRS in completing the Solicitation Report.

IRS FORM 990EZ	
SOLICITATION REPORT LINE ITEM (State)	IRS FORM 990EZ LINE ITEM (Federal)
1. Total dollar value of all support received from solicitations, special events, and sale of inventory:	\$ Enter the sum of line items 1, 6a, and 7a
2. Total dollar value of revenue from all other sources:	+ \$ Enter the sum of line items 2, 3, 4, 5a, and 8
<b>3. Gross receipts (add lines 1 and 2):</b>	= \$ Enter the sum of line items 1, 2, 3, 4, 5a, 6a, 7a, and 8
4. Amount of expenditures devoted directly to charitable program services:	\$ Enter line item 32
5. Total dollar value of administrative (management and general) expenses and fundraising costs, including amounts paid to or retained by Commercial Fundraisers, Commercial Coventurers, and fundraising counsel:	+ \$ Enter the sum of line items 5b, 6b, 7b and 17, minus the amount reported on line 32
<b>6. Total expenditures (add lines 4 and 5):</b>	= \$ Enter the sum of line items 5b, 6b, 7b, and 17
7. Beginning assets:	\$ Enter line item 25, column A
8. Ending assets:	\$ Enter line item 25, column B

Please retain a copy of these instructions for your records.